

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 26th day of October 2016 at the Water Pollution Control Center

PRESENT: Commissioner Robert B. Cliffe, Chairman
Commissioner Wright H. Ellis, Vice-Chairman
Commissioner Steve Broderick
Commissioner Mark C. Crocker
Commissioner Joel M. Maerten

EXCUSED: Commissioner Lee Wallace
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services
Brian Beiter, Town of Niagara
Jason Havens, P.E., Clark Patterson Lee

Chairman Cliffe called the meeting to order at 4:00 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Joel Maerten, it was resolved that the minutes of the September 28, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Joel Maerten, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	18.30
Dig Safely	Digging Notifications	47.50
Frontier	Mapleton Rd PS	58.96
National Fuel	Plant	115.32
National Fuel	Shawnee Rd PS	32.94
National Fuel	Townline Rd PS	19.95
National Grid	Plant	6,137.41
National Grid	Tonawanda Creek Rd PS	449.55

National Grid	2044 Niagara Falls Blvd (meter)	21.77
National Grid	2059 Niagara Falls Blvd (meter)	21.02
NYSEG	Rapids Rd PS	370.31
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet	757.64
Town of Pendleton Water	East Canal Rd PS	42.00
Town of Pendleton Water	Tonawanda Creek Rd PS	11.00
Town of Wheatfield Water	Mapleton Rd PS	12.60
Town of Wheatfield Water	Moyer Lift PS	12.60
Town of Wheatfield Water	Shawnee Road PS	12.60
Town of Wheatfield Water	Townline Rd PS	34.20
Verizon	East Canal	25.20
Verizon	Moyer Lift PS	25.11
Verizon	Plant	134.25
Verizon	Rapids Rd PS	25.61
Verizon	Shawnee Rd PS	24.76
Verizon	Tonawanda Creek Rd PS	29.56
Verizon	Townline Rd PS	40.09
Verizon Wireless	Cellular Phones/I pad Date	81.21

TOTAL

\$ 8,574.81

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	1,683.00
AmeriPride	Carpet Floor Protection	96.59
Bison Laboratories, Inc.	Sodium Hypochlorite	2,976.77
Blodgett, Thomas	Travel Mileage	71.60
Buffalo Lift Trucks	Fork Lift Training	680.00
Corcraft Products	File cabinet replacement lock key	10.50
Dival Safety & Supplies	First Aid Supplies	51.15
Drake Lawn & Garden	Maintenance Supplies / Repair	143.07
Evoqua	Lab Grade Water	412.84
Fisher Scientific	Laboratory Supplies	391.45
Flanders, Daniel	2016 Clothing Allowance	400.00
GHD	September Monthly Retainer	750.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	7,629.16
GHD	Interceptor Sewer System Hydraulic Model Dev. (Project #11119601)	27,940.00
GHD	Aeration Gate Actuation Project #11124772	1,750.00
GHD	2016 O&M Projects (Project #11119361)	3,910.42
Gui's Lumber	Maintenance Supplies	35.31
Idexx Laboratories	Laboratory Supplies	946.26

JP Industrial Supply	Maintenance Supplies	2,621.74
Kemira	Ferrous Chloride	2,777.31
Koshinski, Jacob	2016 Clothing Allowance	400.00
Kroening, Carl	Reimbursement for CEU Training	37.00
Lesold, Elizabeth	2016 Clothing Allowance	166.00
Mike Wexler & Associates	Update Monitors & Camera for Plant	1,999.98
Modern Corporation	Dumpsters	175.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	160.00
Napa	Maintenance Supplies	112.88
NYSDEC	SPDES Fees	110.00
NYWEA	Renewal of Wastewater Certification for Egon Knaebe	160.00
Postmaster	10 rolls of forever stamps/10 sheets of \$.001/10 sheets of \$.10/10 sheets of \$.05; stamps for postcards (public hearing)	610.12
Praxair	Maintenance Supplies	109.28
Proefrock, Marlin	2016 Clothing Allowance	400.00
Republic Services	Sludge Disposal	12,622.48
Republic Services	Recycling Service	39.06
Rexel	Rapids Rd Pump Drive Replacement / Maintenance Supplies	6,055.18
Ronco Communications	Maintenance Agreement/Phone System	367.50
Sampson Cleaning Services	October 1, 8, 16, 22	280.00
Schwaab, Inc.	Pre-Inked Stamps	86.25
Scive, Matthew	2016 Clothing Allowance	400.00
Se-Mar Electric Co. Inc.	Electrical Supplies	26.91
Share Corporation	Maintenance Supplies	905.12
Staples	Office Supplies	195.96
Temp Press	Electrical Supplies	119.10
Test America	Laboratory Supplies	73.00
Town of Lockport	2016 I/I Reimbursement	20,000.00
Town of Wheatfield	Quarterly Fuel for County Vehicles	958.52
University Enterprises	Operation of Wastewater Manuals	294.00
Vona, P. Andrew	Monthly Retainer-September 2016	2,500.00
WW Grainger	Maintenance Supplies	420.94
Warren, Gerald	Defensive Driving Training Course	330.00

TOTAL

\$ 105,391.72

TOTAL FORWARDED

\$ 8,574.81

TOTAL APPROVED O&M

105,391.72

GRAND TOTAL APPROVED

\$ 113,966.53

This motion was carried.

Review of the September 2016 Financial Report showed an Operation and Maintenance balance of \$7,341,512.98.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the Sewer District's September 2016 Financial Report be approved as presented. This motion was carried.

Communications:

a. Liberty Drive Railroad Track Removal - Mr. Blodgett reported that the Town of Wheatfield has been diligently removing the two old railroad track crossings on Liberty Drive near the Plant. Mr. Blodgett thanked the Town of Wheatfield for all of their work in coordinating with CSX for the removal, given that the District does not utilize the old rail system. Commissioner Cliffe stated that the Town wanted to have the tracks removed prior to this winter season as the crossings damage the Town of Wheatfield snow plows.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. OEM Repair of Raw Pump #2 - Mr. Timkey reported that the District's 250HP Worthington (Flowserve) Raw Pump #2 was last serviced approximately 5 years ago and is in need of repair. He stated that OEM service for the Worthington Pumps is provided by Flowserve. Mr. Timkey requested Board approval for Flowserve to repair the District's 250HP Worthington Raw Pump #2 in the total amount of \$24,950.00, plus shipping and handling charges.

Upon motion duly made by Mark C. Crocker and seconded by Joel Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for Board approval for Flowserve to complete the OEM repair of the District's 250HP Worthington Raw Pump #2 repair in the total amount of \$24,950.00, plus shipping and handling charges. This motion was carried.

b. Replacement of HVAC Unit, Administration Building - Mr. Timkey reported that under routine maintenance, it was discovered that the Administration Building's HVAC unit has a cracked heat exchanger. Mr. Timkey requested Board approval for the lowest bidder, Greater Niagara Mechanical to replace the York 10 Ton RTU Control HVAC System (including controls and thermostats) at the Administration Building in the total amount of \$19,500.00.

Upon motion duly made by Joel Maerten and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for Board approval for the lowest bidder, Greater Niagara Mechanical to replace the York 10 Ton RTU Control HVAC Control System (including controls and thermostats) at the Administration Building in the total amount of \$19,500.00. This motion was carried.

Administrative Directors Report:

a. 2017 Budget - Mr. Blodgett reported that he and Joanne Teixeira met with the Niagara County Office of Budget and Management and the County Manager on October 12, 2016 to review the 2017 tentative budget. He stated that the meeting went well with positive feedback. He stated that he would be meeting with the Niagara County Legislature in November for budget presentations, and that the final meeting for budget approval is in December.

b. 2017 Tax Computation Schedule - Mr. Blodgett reported that the final 2017 schedule cannot be completed until the final tax roll numbers are received from Niagara County Real Property which is typically in mid-November. He stated that once the final numbers come in, he and Joanne Teixeira will review and make any minor adjustments necessary. Mr. Blodgett stated that the final 2017 Tax Computation Schedule will be provided to the Commissioners as soon as the revised numbers are forwarded to the District.

c. Sewer Use Law Review - Mr. Blodgett reported that he spoke in detail with John Timkey and Daniel Kummer, who both work extensively with the District's Sewer Use Law. He stated that due to the EPA's request that the District change one minor paragraph in Section 5 of the current Sewer Use Law

and given that a public hearing will need to be held to make the requested (minor) change, it would be a good time for the District to review the entire document prior to completing the necessary approvals required. Mr. Blodgett requested Board approval for District staff and GHD to complete a cursory review of the document to make any clarifications, terminology changes, and/or non-substantial modifications to the District's Sewer Use Law in the amount not to exceed \$5,000.

Upon motion duly made by Wright H. Ellis and seconded by Joel Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for Board approval for District staff and GHD to complete a cursory review of the Sewer Use Law to make any clarifications, terminology changes, and/or non-substantial modifications in the amount not to exceed \$5,000.

c. Plant Safety/Sign-in Procedures - Mr. Blodgett reported that based on recent events at the Plant, he and John Timkey will be discussing the sign-in /out policies for employees and visitors to the District. The goal of this review is to develop a procedure to increase the safety for both employees and visitors to the Plant.

d. Signage for Plant Buildings - Mr. Blodgett reported that the District has a large campus with 10 buildings and additional process tanks/structures. For the safety of our employees and visitors, he would like to have signage installed on all of our buildings in the event that first responders need to quickly locate a particular building in an emergency, especially if something occurs on an off shift. At the Boards request, Mr. Blodgett and Joanne Teixeira will inquire with the County's Sign Shop for possible signage options and will provide an update at the November meeting.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - BOARD ACTION REQUESTED – None

2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Project underway. Update meeting to be scheduled in November.
 - BOARD ACTION REQUESTED – None
3. 2016 O&M Projects (GHD Project No. 11119361)
 - Construction initiated
 - BOARD ACTION REQUESTED – None
4. Interceptor Sewer System Hydraulic Model Development Project (GHD Project No. 11119601)
 - Additional data collected for model database. Project underway.
 - BOARD ACTION REQUESTED – None
5. 2016 District I&I Project (GHD Project No. 631143)
 - Project underway. Work scheduled to begin on Oct 22nd.
 - BOARD ACTION REQUESTED – None
6. New Automation Controllers and SCADA System Project (GHD Project No.11124698)
 - Project ongoing. Progress meeting scheduled with NCSD.
 - BOARD ACTION REQUESTED – None
7. Aeration Gate Actuation Project (GHD Project No.11124772)
 - Project underway. 90% design to be submitted to NCSD for review in early November.
 - BOARD ACTION REQUESTED – None

Mr. Lannon reported that the project is underway and that he will have draft documents to the District by the end of next week. Mr. Lannon requested Board approval to advertise the Aeration Gate Actuation Project contingent upon Mr. Blodgett and Mr. Timkey's review and approval of GHD's draft documents.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval to GHD for authorization to advertise the Aeration Gate Actuation Project contingent upon Mr. Blodgett and Mr. Timkey's review and approval of GHD's draft documents. This motion was carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

1. Town of Niagara I/I Project - Brian Beiter from the Town of Niagara's Water and Sewer Department presented a proposal dated August 4, 2016 from United Survey, Inc. for the Town of Niagara's 2016 I/I Project consisting of the rehabilitation of 12 manholes in the total amount of \$20,701.20. Mr. Beiter requested Board approval for the Town of Niagara to be reimbursed in the amount not to exceed \$20,000 for said 2016 I/I Project.

Upon motion duly made by Wright H. Ellis and seconded by Joel Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Beiter's request for the Town of Niagara to be reimbursed in the amount not to exceed \$20,000 for said 2016 I/I Project. This motion was carried.

1. Town of Lockport I/I Project - Mr. Crocker and Mr. Blodgett presented an application for payment dated September 2, 2016 from Wendel for the Town of Lockport's 2016 I/I Project consisting of 116 manhole inspections, and the cleaning and televising of 25,000 linear feet of 8-inch and 900 linear feet of 12-inch sanitary sewer lines. Mr. Crocker requested Board approval for the Town of Lockport to be reimbursed in the amount not to exceed \$20,000 for said 2016 I/I Project.

Upon motion duly made by Joel Maerten and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Crocker's request for the Town of Lockport's 2016 I/I Project consisting of 116 manhole inspections, and the cleaning and televising of 25,000 linear feet of 8-inch and 900 linear feet of 12-inch sanitary sewer lines; and for the Town of Lockport to be reimbursed in the amount not to exceed \$20,000 for said 2016 I/I Project. This motion was carried.

Adjournment:

Upon motion duly made by Mark C. Crocker and seconded by Wright H. Ellis the meeting adjourned at 4:45 p.m.